

PFA Map Information via Web Project Instructions

I. Introduction and Purpose

The Maryland Department of Planning (MDP) has developed this Priority Funding Area (PFA) Map Internet Application (PFA-MIA) to help implement the Smart Growth and Neighborhood Conservation Act. This application enables a user to type in an address or property account identification number and return an image of the selected parcel point that shows the property's relationship to the Priority Funding Area.

This is a new application running on new software, so initially it may be somewhat quirky and slow. This application works best with Internet Explorer. It is compatible with Netscape Navigator, but there are a few limitations associated with this browser. These limitations will be discussed in more detail below.

II. Disclaimer

This site is intended to be used as a first step in identifying a proposed project's eligibility for State funding under the Smart Growth and Neighborhood Conservation Act. Data used to develop this application came from many sources and are not perfect. Additional research may be necessary to make a final determination of a project's status related to the Priority Funding Area or any sub-area within the Priority Funding Area. Any questions or concerns about the results of a search using this application should be directed to Theodis Perry at tperry@mdp.state.md.us or (410)-767-4500.

In addition, please let Mr. Perry know if you have a project that is likely to move forward. Giving us prior knowledge of an upcoming project may make the review process more efficient.

III. How to Use the Application

Step 1: From the Smart Growth mapping page, which is the main page for the Priority Funding Area Online Mapping application, click on the county that you are interested in studying further. Each county's opening mapping page should look like **Figure 1**.

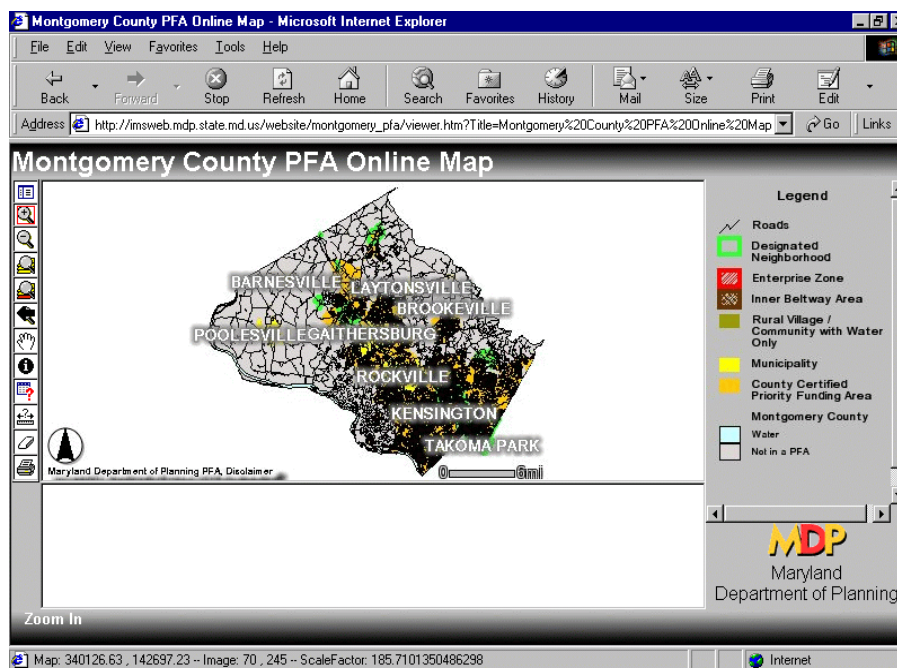


Figure 1

Figure 2 is a diagram that lists the tools that can be used in the mapping application for all of the Maryland Counties.

The following is a list of **Tools** and a brief description of what they do:

1. **Legend/Layer List** - this tool allows the user to flip from the legend (on the right side of the page) to a list of layers that appear on the map. The layer list option allows the user to turn on and off any of the map layers.

2. **Zoom In** - this tool allows the user to zoom in to a different extent on the map. Note: all map layers will be disabled if the user zooms in past 1:10,000.

3. **Zoom Out** - this tool allows the user to zoom out to a different extent on the map. Note: the parcel point data will not show up when you are zoomed out past 1:24,000.

4. **Zoom to Full Extent** - this tool allows the user to zoom out to the full extent of the map. This is the extent that the map should be zoomed to when the mapping web page is initially launched and can be used at any time to return the map to this scale.

5. **Zoom to Active Theme** - This is essentially the same as tool #4. This is because the active theme is always going to be the parcel points (which cover the full extent of the map) in this application.

6. **Zoom to Previous Extent** - this feature allows you to zoom back to the last extent that the map view was shown. This can be used if you zoom past the 1:10,000 threshold to return to a scale where the data are visible.

7. **Pan** - This feature allows the user to pan, or move, across the map.

8. **Identify** - This tool allows the user to get information about a parcel on the map. In order to use this feature, you must be zoomed in to 1:24,000. Just click on a point and a description will appear at the bottom of the page.

9. **Query** - This is the most important tool on the page. The process for using it to find a specific parcel will be explained in detail in the following sections.

10. **Measure** - This tool allows the user to measure distances in miles across the map. Note: Due to the accuracy of some of the information being presented in this application, the measuring tool should only be used to find out an approximate distance between points on the map.

11. **Clear Selected Features** - This tool should be used after a query has been executed to unselect the results of the query. Note: this tool will unselect ALL selected parcel points in the map view.

12. **Print** - This function allows the user to print out a preset layout of the map they are viewing. It will include a title, map view, legend, and north arrow.

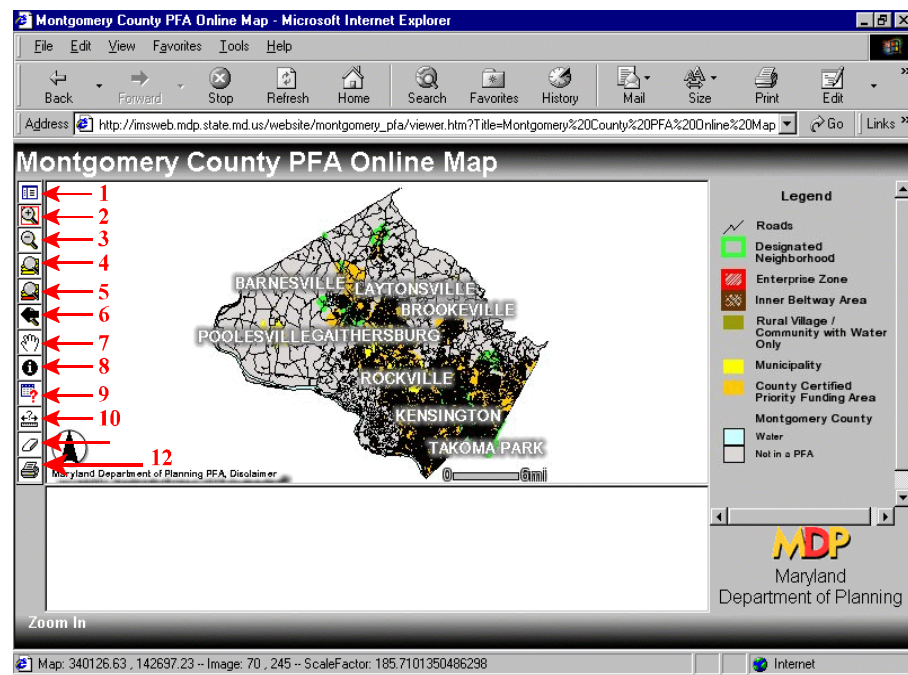


Figure 2

Steps to Performing a Query on a parcel or set of parcels:

Step 1: From the County's main mapping page, click on the query tool on the lefthand side of the screen. The query interface will appear at the bottom of the page (**Figure 3**).

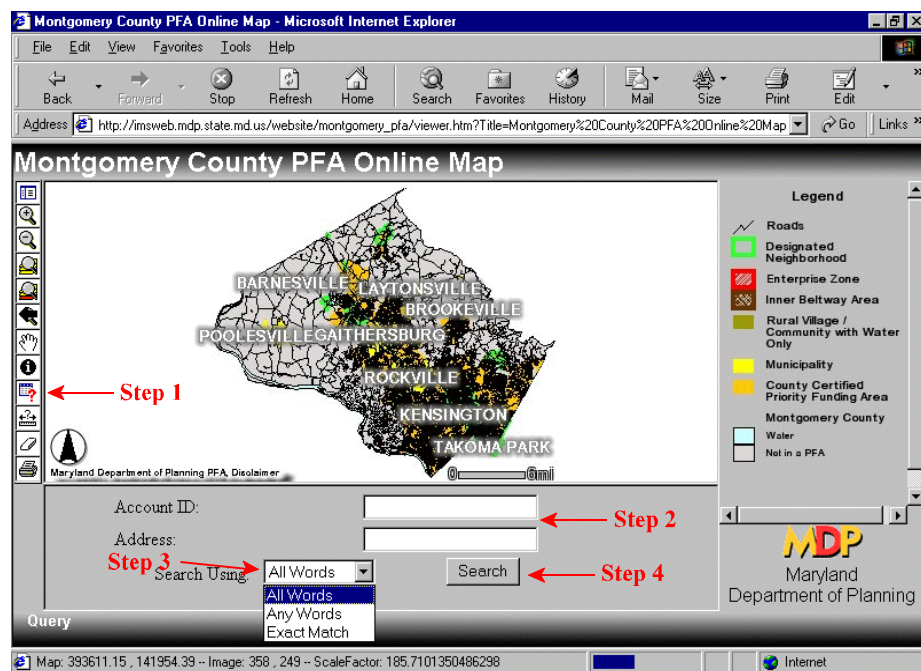
The following are the three ways to search for a property using this application.

- Parcel Account ID Number** - Click on the query tool on the left side of the screen. Type in the number in the "Account ID" box, click on the "search" button (see diagram). This is the recommended method if you have the ID number.
- Street Address** - Click on the query tool on the left side of the screen. Type in the street address in the box labeled as such and click on the "search" button. See the more detailed directions for options to use "exact match" v. "match all words" methods. The default will likely work fine; however, more than one address may be listed. In this case, click on the property record you are looking for. The application will then zoom to this parcel. If there is a group of parcels selected, it may be difficult to determine which is the one you are looking for. You can either use the identify tool (left side of the screen) or copy and paste the Account ID or Address into a new query.
- Zoom** - If you do not know the exact parcel ID number of address, you can zoom to an area and find properties this way. Do not zoom-in past a scale of 1" to .25 mile or all map layers will disappear. Use the zoom tool to highlight the area of interest. As you zoom-in, parcels points will appear in the map. Use the identify tool to determine the parcel ID # and address of the parcel of interest.

Step 2: If you decide to use one of the query options to find the parcel in question, type in either the parcel's account identification number or street address in the spaces provided at the bottom of the page. If you are having trouble finding a specific address, type in the Street Name **ONLY** in this field (i.e. if searching for 200 Main St, just type in MAIN)

Step 3: There are three options when performing a query. They are in a drop-down menu under "Search Using:". This can help the user either make their search more generalized or more specific as needed.

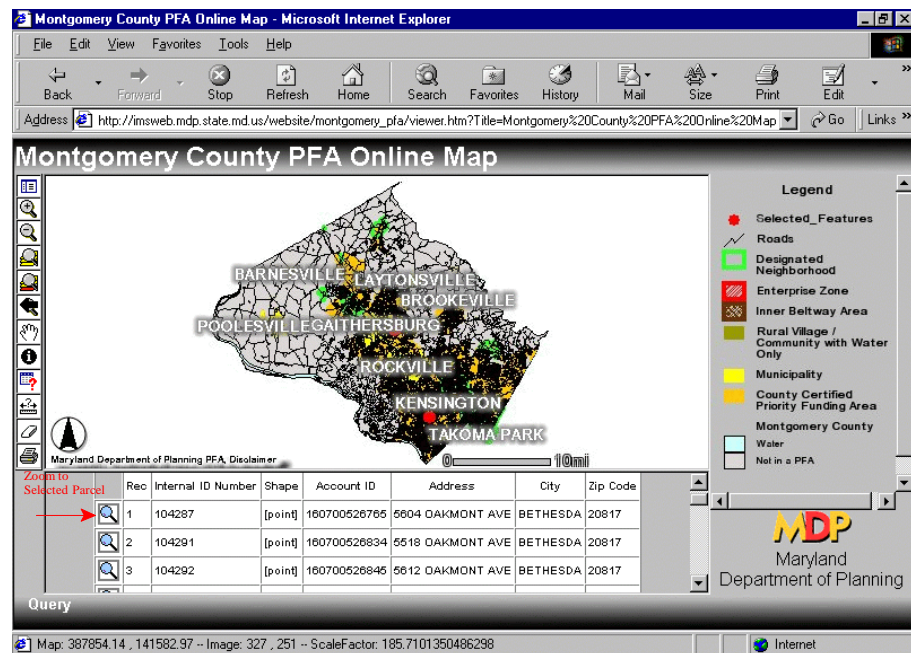
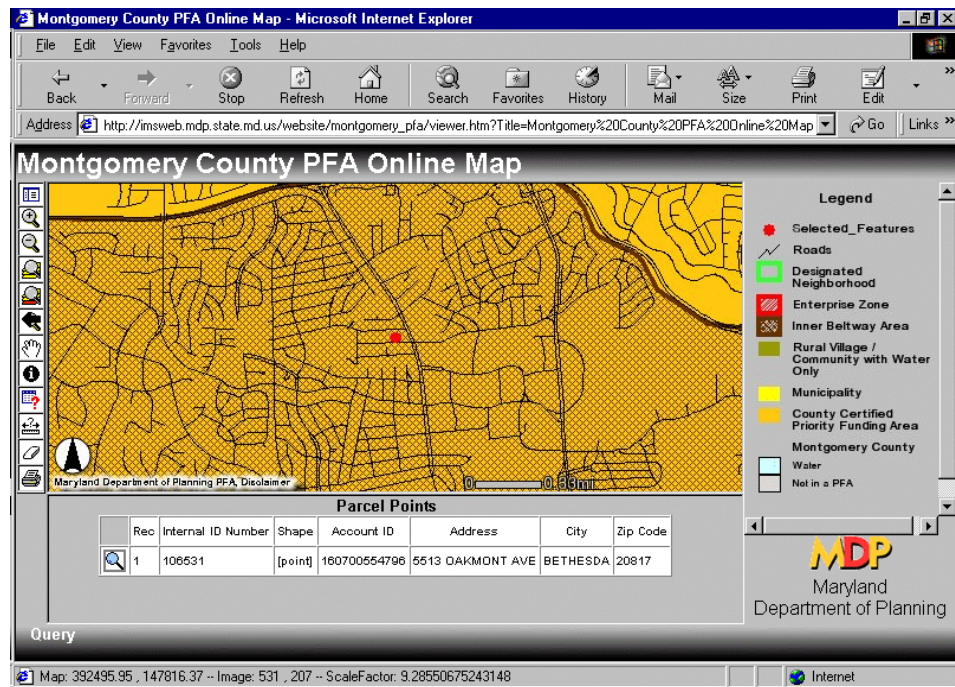
- 1. All Words:** this option will look for an instance of every word you type into the query. For instance, if you type "Main St," it will show you every record with the words "Main" and "St".
- 2. Any Words:** this option will look for an instance of at least one of the words you type into the space provided. For instance, if you type in "Main St," it will return every record with "Main" OR St in it's address field.



3. Exact Match: this option will only return values that are entered EXACTLY the same as the record in the database. For instance, if you type “100 MAIN ST”, the application will return only records with that particular value. It would not return the value “100 MAIN STREET”. This is the only search option that is case specific.

Step 4: When you are finished typing in the address or account ID information, press the “Search” button. If the system only returns a single record, it will zoom in closer to that particular record (Figure 4).

Step 5: Look at the map and legend to determine if the selected parcel is in the Priority Funding Area and/or what type of Priority Funding Area subcategory in which the selected parcel is located (i.e. Designated Neighborhood, Enterprise Zone, Area Not Meeting Criteria). For instance, you can tell from Figure 4 that the parcel in question is located in a county certified Priority Funding Area as well as an inner beltway area. You can zoom in closer (but not too close) if you are interested in seeing other parcel points that are near the one you queried on.



Step 6: Print out a copy of your results using the print feature located on the toolbar on the lefthand side of the page.